



## PLANNER I/II

**Fremont will serve as a national model of how an auto-oriented suburb can evolve into a sustainable, strategically urban, modern city. Be part of the team that will help move the community toward the future it envisions!**



**The deadline for applications is:  
October 29, 2014 at 12:00 noon**

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## ABOUT US

Recently ranked second on the “Best Run City in America” list by 24/7 Wall St. and America’s third “Sharpest, Smartest City” by Reader’s Digest, the City of Fremont is a City continuing to move forward! Located in the heart of the Bay Area and Silicon Valley, this strategically urban city prides itself on innovation, green technology, a low crime rate, great schools, a low unemployment rate, and an incredibly diverse population of over 220,000

residents. As a full service City, Fremont employs over 864 regular employees and has an annual operating budget of \$156.8 million dollars. Fremont is an employer that values its people, creativity, quality service, integrity, open communication, mutual respect, and diversity. [Fremont Budget](#) [Think Fremont!](#)



## THE VISION

The City of Fremont has branded itself as strategically urban and as the Advanced Manufacturing Hub in Silicon Valley. Now, the City is in the midst of developing its Downtown and Warm Springs Innovation District as well as implementing land use policies and programs that will promote thoughtful and sustainable development that will lead Fremont into the future. The Planner I/II will perform technical and professional level planning and community development work assisting in the success of these projects as well as many other development projects throughout the City.

### WHAT IS A TYPICAL DAY LIKE FOR THE PLANNER I?

- Receive and respond to inquiries and requests from the public, other agencies and private firms.
- Provide customer service support and assistance at the Development Services Center counter.
- Review plans and permits for completeness, accuracy and compliance with established requirements.
- Process minor development applications such as Ministerial Design Review Permits, Zoning Administrator Permits and Master Sign Programs.
- Conduct routine field inspections in connection with applications and assigned projects.
- Coordinate with other City staff and public agencies.

### WHAT IS A TYPICAL DAY LIKE FOR THE PLANNER II?

- In addition to the duties listed above, process more complex development applications such as Discretionary Design Review Permits, Conditional Use permits, Rezoning and Zoning Text Amendments.
- Prepare staff reports, studies and correspondence and make presentations to the Historic Architectural Review Board and Planning Commission and other public and private groups.

### THE IDEAL CANDIDATE FOR THIS JOB WILL TYPICALLY HAVE

Any combination of education and/or experience which has provided the knowledge, skills and abilities for satisfactory job performance would be qualifying. A typical way to obtain the required knowledge and skills would be: education and/or experience equivalent to graduation from an accredited college or university with a Bachelor’s degree in city planning, landscape architecture, architecture, public administration, or a closely related field.

Planner I: No experience required; however, technical-level experience and/or experience as an intern is highly desirable.

Planner II: Two years progressively responsible current and/or advanced planning or community development experience. May substitute appropriate Master’s degree for one year experience.

## WHAT WE ARE LOOKING FOR IN A CANDIDATE

The City is searching for a self-motivated individual to join our team. The individual will assist in the process to shape the Fremont community and its future. Candidates must have strong customer service skills and well-developed knowledge of the planning principles and practices related to processing of development applications. The successful candidate will have strong analytical thinking, problem solving, design review, interpersonal and written/verbal communication skills, and the ability to review a variety of planning and development applications and conduct environmental review in compliance with the California Environmental Quality Act (CEQA).



## COMPENSATION & BENEFITS

- The annual salary is \$61,234 — \$85,355 depending on qualifications. Fremont offers an attractive benefits package, which includes, but is not limited to: CalPERS retirement plan, paid holidays, medical, dental and other City paid benefits. A complete benefits summary can be found at Fremont.gov or by using this link: [Benefits Summary](#)

This position is represented by the FACE bargaining unit. The probationary period for this position is six(6) months.



## READY TO APPLY?

To be considered for this position, apply online by submitting a completed City application, resume and cover letter through our on line application system:

[www.fremont.gov/cityjobs](http://www.fremont.gov/cityjobs)

The test process for this position may include a written and/or performance exam, an individual and/or panel interview and, a fingerprint check and reference check. Only those candidates who have the best combination of qualifications in relation to the requirements and duties of the position will continue in the selection process.

Meeting the minimum qualifications does not guarantee an invitation to participate in the process.

## Reasonable Accommodation

Human Resources will make reasonable efforts in the examination process to accommodate persons with disabilities. Please advise Human Resources of any special needs a minimum of 5 days in advance of the selection process by calling (510) 494-4660. The City of Fremont is an Equal Opportunity Employer.

### Tentative Recruitment Schedule

First Review: October 29, 2014—Noon

Oral Interviews : November 13, 2014

Follow-up Interviews: Week of November 17, 2014

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HUMAN RESOURCES DEPARTMENT

City of Fremont

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Fremont

